



General Services Administration
National Capital Region
Washington, DC 20407

JAN 8 1980

STAT

Chief, Logistics Services Division, OL
Central Intelligence Agency
Washington, DC 20505

RE: Systems Furniture Test Program (Control #79257)

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Dea

I have reviewed the systems furniture plan for the Central Intelligence Agency, Logistics Services Division submitted by you December 19, 1979.

The project (four plans) submitted, based upon the waiver dated September 12, 1979, is rejected by our staff. The following points have not been followed:

1. The waiver grants authority to plan 23 workstations within approximately 2,250 square feet. However, the plans submitted reflect 38 workstations within 3,573 square feet.
2. The intent of the program is "Systems Furniture" only. The waiver refers to "Operating Procedures/Systems 2", BASIC REQUIREMENTS, item #3. "Project must include the involvement of professional space planning and design services..."

The plans, submitted by your office, do not follow proper procedures for plans using systems furniture.

- a. Improper use of workstation components, as drawn.
- b. Improper scale.
- c. No elevations.
- d. Drafting of workstations is a transparent press-on procedure and in no way does it reflect "professional drafting or planning" of systems-type furniture.

It is impossible for our office to read the plans and acknowledge that a system is used.

In view of the above, your office may apply for an amendment, to the waiver, to allow a higher quantity of workstations and square footage.

At that time you may submit your revised space plans.

Sincerely,

A handwritten signature in black ink, appearing to read "Beverly Brookshire". The signature is fluid and cursive, with the first name "Beverly" and last name "Brookshire" clearly distinguishable.

BEVERLY BROOKSHIRE
Interior Planning Specialist
Space Planning Section
Space Management Division